



1400 Townsend Drive, Houghton, MI 49931-1295

Summer Youth Programs

Phone: (906) 487-2219 Fax: (906) 487-1136

Website: www.syp.mtu.edu

E-mail: cpcjobs@mtu.edu

Summer Youth Programs TA Job Description

For more information, see the *Expectations for All Instructors/Teaching Staff on our website*.

Requirements:

- Must possess or be in pursuit of an undergraduate degree,
- Submit an application/proposal to the CPCO Office which stresses hands-on active learning, and pre-college outreach.
- Submit and pass a State of Michigan background check.

As an TA you must:

- Enjoy working with students who are excited and interested in learning, in a hands-on, non-traditional style.
- Maintain a positive work atmosphere by behaving and communicating in a manner that is successful in getting along with students, staff, parents, and the public.
- Assist Instructor in a student-centered environment while ensuring participant safety and well-being.
- Work closely with the Summer Youth Programs Office to understand program planning.
- Participate in instructor meetings and training sessions; read, review, and follow guidelines outlined in the Instructor Handbook.
- Complete trainings necessary to adhere to the Michigan Tech Minors on Campus Policy.
- Submit all paperwork in a timely fashion.

Miscellaneous Notes:

- Salary varies by program (for example, remuneration for one week, approximately 31.5 hours, of Summer Youth Programs Instructor assisting is \$315).
- Teaching Assistants will only be funded for explorations where enrollment exceeds 12 students, unless additional supervision is needed for class safety. Instructors may still hire a teaching assistant if enrollment is less than 12 students, however the teaching assistant's salary will be covered by the instructional budget allowance.
- Class sizes vary, with a minimum enrollment of 8 to 10 students preferred, and generally a maximum of 20 students (approximately a 10-1 student-to-teacher ratio maintained).*
- Desired: Possess a current, valid driver's license with fewer than 6 points against it (Michigan equivalent).
- Complete the 90-minute Van Safety online test. You will not be permitted to drive Michigan Tech vans if you have not completed this test. Please call our office before and after you complete the test in order to obtain the necessary account information.

* Occasionally, courses do not draw the minimum of students. If this occurs, it is possible that the course may be cancelled. Please speak to the Summer Youth Programs Office for details.